

# E mployer ADVISOR



*In this issue:*  
**OneStop Business Registration  
E-Wage Now Available  
Contribution Rates Rising**

The *Employer Advisor* is a quarterly publication provided by the Utah Department of Workforce Services

## Now Available!



The much anticipated OneStop Business Registration Web site is now available at <http://www.business.utah.gov>. Select the OneStop online Business Registration Logo.

Although there are still local, state and federal registration requirements, starting a new business is no longer cumbersome.

You can now complete almost the entire business application online:

- Obtain a Federal Employer Identification Number (FEIN) from the IRS.
- Reserve and register the business name with the Utah Department of Commerce.
- Obtain a sales and use tax number and income withholding number with the Utah State Tax Commission.
- Obtain an unemployment insurance account number with the Utah Department of Workforce Services.
- Obtain program and permit information through the Utah Department of Environmental Quality.
- Obtain Salt Lake City, Provo City or Sandy City licensing information and forms.
- Obtain information and licensing requirements on other local governments

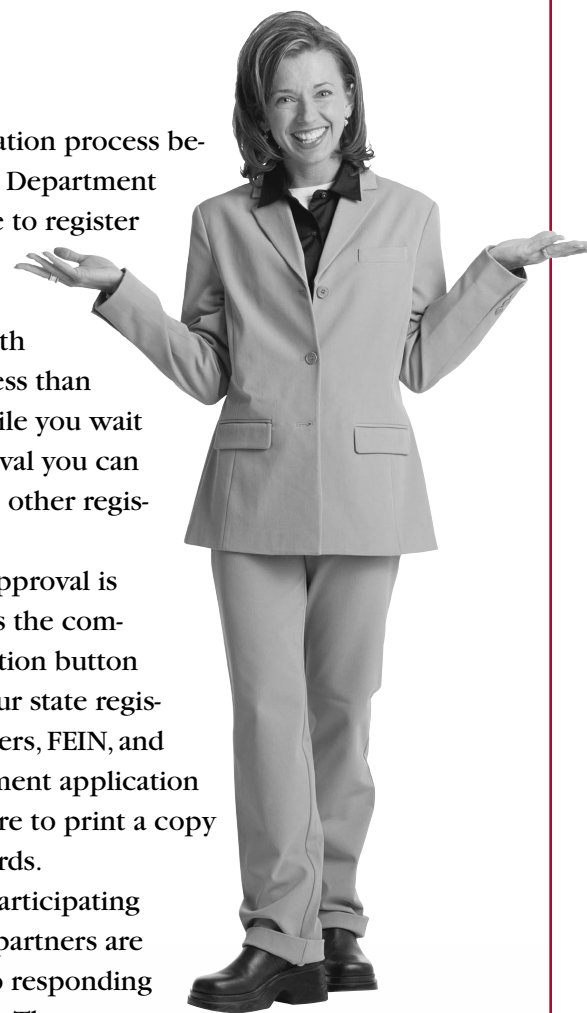
OneStop is available 24 hours a day, seven days a week, saving trips and phone calls to multiple agencies. Users will pay applicable fees online, although there is no charge for using the registration tool itself.

The registration process begins with the Department of Commerce to register your business entity and name, with approval in less than 48 hours. While you wait for the approval you can complete the other registration area.

Once the approval is granted, press the complete registration button to receive your state registration numbers, FEIN, and local government application papers. Be sure to print a copy for your records.

All of the participating government partners are committed to responding to your needs. The system also features an online chat function to help to make the process as seamless as possible for the users.

Thanks to the Utah's e-government portal provider and designer, Utah Interactive, Inc., and the government departments for a unique system that benefits the business community. Please share any feedback on ways to help us improve this process.





# E-Wage

## now available for all users

You can now file Quarterly Contribution Reports and Wage Data Reports electronically by using E-Wage. E-Wage was launched on January 1, 2003 for single user filing;

that is, employers wishing to file only one quarterly contribution report/wage list per quarter. This software replaces Js Wage software, which will not be supported in 2004.

E-Wage was available for multi-user filing in July. This is particularly useful to accountants and payroll service providers with multiple clients. Over 800 employers used the program to file for the 2nd quarter of 2003. One satisfied user recently said, "This program has already been a great asset to our payroll company. Thank you so much for offering a better tool for the processing of our contribution reports. Words can't explain how much of a load has been lifted off our shoulders to keep our clients in compliance for reporting purposes."

The free software allows

you to prepare the quarterly wage list by inputting employees' names and social security numbers once, and then entering only the wages for subsequent quarters. E-Wage

**T**his program has already been a great asset to our payroll company. Thank you so much for offering a better tool for the processing of our contribution reports.

*A satisfied user*

allows importing of wage information from many payroll software sources. Review the import settings portion of the program to determine if your information can be downloaded directly. JsWage users can convert existing wage files to E-Wage.

E-Wage allows you to make address changes, close and reopen accounts, change ownership, etc.,. Once the wage list is completed, E-Wage prepares the quarterly contribution report including calculating the total, excess, and subject wage figures for each quarter. You may submit the report via the Internet or on diskette. The contribution payment may be submitted via an electronic funds transfer (EFT) or you may print a coupon and submit a check. Download E-Wage at [http://jobs.utah.gov/ui/ewage/ewage\\_download.asp](http://jobs.utah.gov/ui/ewage/ewage_download.asp) or call 801-526-9494 for a CD ROM.

## Contribution Rates Rising...

Contribution Rate Notices for 2004 will be sent to Utah employers the end of November. They will announce the employer's state unemployment insurance (UI) contribution (tax) rate for the coming year and identify the taxable wage base for 2004. New employers are assigned a rate based on the average contribution rates of all employers in their respective industries. The Benefit Ratio Experience Rating System is used to calculate rates for all employers following the first fiscal year (ending June 30) of reporting wages. The most significant factors influencing an employer's overall tax rate are benefit costs, the employer's reported taxable wages, and the amount of money in the UI trust fund. Any increase in benefit costs may have a negative effect on an employer's tax rate and, likewise, any reduction of an employer's taxable wages may cause an employer's tax rate to increase.

With a weak economy, many employers saw increased UI benefit costs over the past three years resulting in higher individual contribution rates and an overall decline in the UI trust fund balance. The overall balance in the UI trust fund declined by \$188 million dollars between July 1, 2001 and June 30, 2003. Utah's UI trust fund is still relatively healthy but it will require a general rate increase for the year 2004 to maintain an adequate reserve to pay future UI benefits.

For 2004, employers with no benefit costs for the last four fiscal years will likely pay a minimum rate of .003 (0.3%) of taxable wages. Many Utah employers have enjoyed a minimum tax rate of .001 (0.1%) over the past four years; while the new rates will be difficult for many employers, it will insure the overall health of the future UI trust fund. We are committed to ensuring that the Utah UI trust fund remains solvent and all Utah employers are treated equitably and fairly.